**To:** All members of Hailey Parish Council

You are summoned to attend the **Meeting of the Parish Council on**

**14th November 2022** at **7.30pm at Hailey Village Hall**

For the transaction of the business stated below. The Public and Press are also invited to attend.

1. To receive apologies for absence – Cllr Doland
2. People in Attendance – Cllr Knaggs, Cllr Crow, Cllr Gibson, Cllr Smith, Cllr Drew, WODC Cllr Dingwell, WODC Cllr Hill, OCC Cllr Walker, Clerk-Mrs T Cameron and 3 members of the public
3. To receive Declarations of Interest:

**Members** are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.

1. To receive the Minutes of the Parish Council Meeting dated 10th October 2022
2. Matters arising from the minutes
* Staff Committee – Cllr Gibson and Cllr Crow are meeting with Tracey on Friday to work out how they are going to proceed. Then they will report back to the Parish Council.
1. Comments from Members of the Public
2. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.

**Cllr Dingwell** – Cost of Living Crisis. Both OCC & WODC have discretionary funds available. Officers are meeting to discuss the Land Plan.

1. Representation by the Constructor Partner (E.G. Carter) acting on behalf of Sovereign Housing Association Ltd to design and construct the 22 affordable homes at the Giernalls Triangle. -
2. Woodgreen – Update from the Clerk
3. Planning: To receive an update report (Giles Doland)
	1. Planning applications received:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref no:** | **Address** | **Proposal** | **Decision** |
|  | Field House 6 Church Lane Hailey  | Two storey side extension and porch over rear entrance | Parish Council – No Objection |
| 22/02740/FUL | Land North of A4095 At E437664 N211817 North Leigh Oxfordshire (Occupation Lane) | Erection of a single storey dwelling with attached kennel, office and kitchen building along with construction of a kennel block all to be used in association with the existing dog training facility | Parish Council - Objection |
| 22/02918/FUL | Aspley House Wood Lane Hailey Witney Oxfordshire OX29 9XB | Alterations to roof and fenestration changes to existing dwelling along with demolition of garage. Construction of a new dwelling and associated works. | Parish Council – ObjectionPostponed till the December meeting. Tracey to ask planning for an extension  |

There are new applications for consideration. The latest one is Field House Church Lane Hailey for a 2-storey side extension. There is nothing contentious in my view.

2nd application needs looking at. Application 22/02740/FUL is for a single storey living accommodation and kennel block.
This is for the training of gun dogs by a respected and seasoned trainer.
I believe that there is a lot of support for this application and the danger of noise is very limited due to the location and the fact that it is for gun dogs - who are trained NOT to bark.
According to my map the location IS within the parish boundary but access to it appears to be only via occupation lane which is a bridleway and not owned by the applicant. I have circulated a satellite mage showing the bottom of occupation lane.

Some points to be considered are:
From the location plan attached to the application it is not clear if the applicant only owns the triangular section next to Occupation Lane on which they wish to build, OR if they also own the larger field next to it.
From the satellite image there appears to be access for agricultural vehicles into the larger field next to the A4095. This in itself would not serve to be deemed as vehicular access but might demonstrate that there is no vehicular access possible to the triangular portion of land IF the applicant does not also own the field as well. If they DO own the field then any access to this plot would need to be from the A4095 itself and across the field.
I feel that we must object to the application on the grounds that it must be refused until proper definitive boundaries and ownership are established so that we can consider whether there is a possibility to legally access the plot with vehicular traffic.

The plot is believed to be accessed only from the public bridleway which is unsuitable as an access for a commercial activity,

This being new development including a dwelling in undeveloped open countryside, which is contrary to the neighbourhood plan

* 1. Decisions outstanding:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref no:** | **Address** | **Proposal** | **PC Decision** |
| 14/01671/OUT | Land northwest of Woodstock Rd, Witney | Outline application for the erection of up to 200 residential dwellings and associated vehicular, pedestrian and cycle access, related highway works, drainage and landscape works including provision of public open space (Amended) | **PC - Object** WODC – Under Consideration |
| 19/03317/FULamended | Land west of Hailey Rd, Witney | Erection of 106 (reduced from 110) residential dwellings, changes to layout to increase area of public open space, increase in percentage of affordable housing | **PC - Object** WODC – Under Consideration |

* 1. Decisions made:

|  |  |  |  |
| --- | --- | --- | --- |
| 21/03891/FUL | Orchard House, Downhill Lane Hailey | Conversion of two barns to create two self-contained unites with associated parking. | **Approved** |

1. Village Hall (Cllr Ann Gibson)
	1. Village Hall Management Committee

The main points of discussion at the recent VHMC meeting were:

* + 1. A new energy contract. A fixed rate offer is being pursued. Measures are also being taken to remind hirers to ensure lights and water heating are turned off when they leave.
		2. New heaters have been installed in the main hall and the committee room which will be more effective, easier to control and will also reduce energy costs.
		3. A new ceiling is being installed in early January to further improve the effectiveness of the heating, the acoustics, and the lighting.
		4. Coronation of King Charles III - the date of the coronation and the additional bank holiday was noted. The VHMC’s participation in any events is to be discussed further.
		5. The fund-raising quiz in September was very successful. Further events include Christmas Bingo on 26th November and the Christmas Band concert on 5 December.

The PC is asked to note this report and to please support the fund-raising events.

1. Village Hall Facilities (Village Hall & Pavilion) (Cllr Graham Knaggs)
	1. To receive the notes of the meetings of the New Village Hall Working Group.
	2. We applied for S106 from the Giernalls Triangle development and will receive the following awards:

Sports pavilion - £5,280 index linked
Village Hall - £10,560 index linked

This funding is available once construction is confirmed.
Note: This is related to new builds and is not available to renovations.

* 1. Costs

Following this meeting Steve Wolstenholme has submitted his fee proposals for ‘POSSIBLE FURTHER SERVICES – REFURBISHMENTS to the EXISTING HALL’ amounting to £5,250.

It is recommended that this fee proposal is accepted. – **The Parish Council have accepted this proposal.**

Next meeting - TBA

1. To receive a Neighbourhood Policing Report (Cllr Andy Smith)
* Helen Murry is the new PCSO she has promised to come and speak to Cllr Smith.
1. Amenities (Cllr Ann Gibson)
	1. Playground
		1. Regular Inspection – reports following short inspections on 28 October and 7 November and a full inspection on 12 November were sent to the Clerk. There was nothing of significance to report.
		2. RoSPA work – Following a review of the RoSPA report at the playground by Cllrs Ann Gibson and Martin Crow, a specification for work to address the items identified in the report has been prepared. It is expected that invitations to quote for this work will be sent to at least three specialist playground maintenance contractors next week.
		3. Regular/routine maintenance and cleaning – an advert appeared in the November Hailey Herald with a request to contact the Clerk for further information.
		4. Inclusive playground equipment – Cllrs Ann Gibson and Martin Crow have met to review previous quotes and research on an inclusive roundabout with a view to having this installed during the current financial year using the funds allocated in the budget. The availability of grants, in particular OCC and WODC, is also being researched.

The PC is asked to note this report.

* 1. Update on installation of defibrillator at New Yatt (Giles Doland)
1. Emergency Plan

The document has been completed following comments received after circulation of the draft and is now live on the Hailey web site in the Parish Information section. Some errors in pagination and paragraph numbering crept in during the final tidying up; these are being corrected prior to informing all participants that it is now published.

1. Fire Extinguishers
The two fire extinguishers in the football pavilion received their annual check along with the equipment in the village hall - carried out by Monarch from Crawley. The site visit fee was split with the Village Hall giving a total cost to the Parish Council of £22.5. Monarch have diarised a revisit for next year.
2. Highways and Traffic: To receive update reports. (Cllr Andy Smith)
	1. 20mph Speed Limit – Cllr Walker there are 3 options – No 20mph, there is a 20mph zone that will go by the school and then there is a blanket 20mph. His suggestion is that we go out to the village and go from there. The Parish Council have agreed to go out to consultation for the village with 3 options. Cllr Smith will come up with some options to go into the Hailey Herald.
	2. New Vas in New Yatt
	3. Speed Awareness signs

A budget cost for installation of speed awareness signs at the main entrances to Hailey, Poffley End and New Yatt has been prepared. Clarification is being sought on whether they can be mounted on speed limit poles. The Police have advised that they can. Cllr Crow will contact OCC Highways for clarification.

1. Update on Flooding Working Group (Cllr Andy Smith) – trying to get Delly End gullys and pipes cleared as they have flooded
2. King Charles III Coronation – Saturday 6th May 2023 + Bank Holiday Monday 8th May
3. Environment (Cllr Michael Drew)
	1. Burial Ground

McCracken and Sons have been asked to cut the hedges in our Burial Ground

and strim the verge/ ditch edge of our ditch in Church Lane – they have been reminded.

* 1. Footpaths

Nothing to report

* 1. Trees

Our contracted Tree Surgeons carried out the majority of the work to the Ash in the O.B.G.,

 and the other trees in early September, and were paid for the work done, as per their

 contract. As they were unable to complete the task, they have sent a further quote for the

 removal of the Cherry Plum tree in the Rec. field which council have accepted as part of

 their original contract and are now planning to carry out on the 21st December.

* 1. Firewood.

Following their stacking of rounds of the Ash, as per their contract in the O.B.G., a resident asked whether some of the wood can be available for use as firewood? The Chairman, and Cllr Drew accepted the inevitability of the action in the circumstances, and the location, of the wood.

 **Our Tree Survey remains to be done?**

 **Cllr Crow has suggested that we widen the scope of the survey. Cllr Drew has requested**

 **that we look for an alternative company to conduct the tree survey**

* 1. Stone Walls

Following quotations, our appointed contractor Tom Hazzledine, has carried out the repair to the wall in the O.B.G.

Following the removal of the Thorn tree in our paddock in Poffley, End, a section of the road side stone wall has been exposed as needing repair., to enable our tenant to re- stock the

 paddock.

 Our contractor has quoted for the work of repairing the section, including removal

of a tree root, at a cost of £850 including any materials needed, and removal of waste,

Acceptance of his quote is proposed to enable the Tenant to restock the paddock after a long period of non-use. **Parish Council has agreed to go ahead with the quote.**

* 1. Delly Pool Signpost

Council have agreed to carry out the repairs and improvements to the signpost, as proposed by Pete Heritage at the last meeting, and It was agreed that he would carry them out over a period of time.

* 1. No Mow May

Cllr Smith has proposed that we suspend grass cutting during May – i.e. ‘No Mow May’. The discussion was that some areas could still be mowed and others left to grow Wild. A member of the public mentioned that if we do the first at the end of March beginning of April then anything wild growing wouldn’t have the opportunity to grow. Cllr Gibson suggested that we give it a try for a year. Cllr Smith will poll the residents of Delly Green to see what their feeling is and report back in the December meeting.

1. Allotments (including Allotments for Labouring Poor Charity) ALP:
2. Update on request to purchase strip of land or an easement along Priest Hill Lane adjoining Giernalls Triangle by Leda Properties.

The Easement Agreement has been completed and £20,000 has been received by ALP.

1. Allotments Update (Cllr A Gibson and M Crow)
	1. Rent invoices have now been sent to all tenants at Hemplands (HPC) and at Poffley End (ALP). At the time of writing, rents had been received from 9 tenants.
	2. Following the PC’s approval at the October meeting, notifications of rents to be charged from 30 September 2023 to 29 September 2024 will be sent to tenants of plots at both Hemplands and Poffley End next week. These notifications will include a copy of the new rules and a schedule setting up the conditions for letting, based on those used by the National Allotment Society. Tenants are being asked to read these carefully, sign and return a copy to the Clerk.
	3. New path at Hemplands - Banbury Turf carried out turfing of new path in mid-October, postponed from earlier in summer due to drought. Work carried out well and path is establishing. Invoice received and being paid. Weed clearance on some empty plots carried out and ongoing by Cllrs Gibson and Crow. Plot marker pegs also to be installed. Two tenants have given up plots (8 and 32) and three vacant plots (8, 8A and 22) have been let to new tenants. This leaves five plots vacant (23,24, 30, 31 and 32) plus the delivery area – previously called manure dump (plot 26). The manhole at entrance has been covered though needs a concrete collar to hold in place.  There are no vacant plots at Poffley End.
	4. Water charges - Clerk in liaison with Water Plus over water billing as they are currently only recording one meter (Hemplands) and over charging due to meter reads being entered with decimal point in wrong place.
	5. Recent inspections - formal inspections of the allotment plots will not take place until mid-March

**The PC is asked to note this report.**

1. Risk Management scheme – Postponed till the December Meeting – Cllr Crow & Cllr Gibson will take a look at this.
2. Asset Register – Adopted by the Parish Council
3. Budget 2023-24 – Final agreement will be postponed till December Meeting
	1. Proposed Budget Income

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Title** | **2022-23** |  | **2023-2024** |
| **Allotments** |  | **Budget** |  | **Proposed Budget** |
| 47 | Rents | £932.00 |  | £1,300.00 |
|  | **SUB TOTAL** | **£932.00** |  | **£1,300.00** |
|  |  |  |  |  |
| **Burial Ground** | **Budget** |  | **Proposed Budget** |
| 49 | Burial Fees | £2,500.00 |  | £2,500.00 |
| 99 | Burial Plot Fees | £2,500.00 |  | £2,500.00 |
|  | **SUB TOTAL** | **£5,000.00** |  | **£5,000.00** |
|  |  |  |  |  |
|  |  |  |  |  |
| **General Income** | **Budget** |  | **Proposed Budget** |
| 46 | Bank Interest | £90.00 |  | £333.60 |
| 48 | Wayleaves SSE | £167.00 |  | £167.00 |
| 57 | Woodgreen Rent | £1.00 |  | £1.00 |
| 58 | Footballl Club Rent | £500.00 |  | £500.00 |
| 59 | Charities Administration | £300.00 |  | £300.00 |
|  | Grants | £8,500.00 |  | £0.00 |
|  | Reserves | £5,000.00 |  | £3,500.00 |
|  | **SUB TOTAL** | **£14,558.00** |  | **£4,801.60** |
|  |  |  |  |  |
| **Grass Cutting** | **Budget** |  | **Proposed Budget** |
| 93 | OCC | £1,299.18 |  | £1,300.00 |
|  | **SUB TOTAL** | **£1,299.18** |  | **£1,300.00** |
|  |  |  |  |  |
| **Precept** |  | **Budget** |  | **Proposed Budget** |
| 11 | Precept | £36,100.00 |  | £37,905.00 |
|  | Council Tax Grant | £0.00 |  | £0.00 |
|  | **SUB TOTAL** | **£36,100.00** |  | **£37,905.00** |
|  |  |  |  |  |
|  | **TOTAL** | **£57,889.18** |  | **£50,306.60** |

Note: The proposed budget precept is an increase of 5% (about £3.60 per household)

* 1. Proposed Budget Expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** |  **2022-23**  | **2023-2024** |
| **Clerk Salary** | **Budget** | **Proposed Budget** |
|  | Clerk Salary | £7,000.00 | £8,000.00 |
|  | **SUB TOTAL** | **£7,000.00** | **£8,000.00** |
|  |  |  |  |
| **Clerk Pension** | **Budget** | **Proposed Budget** |
|  | Clerk Pension | £500.00 | £0.00 |
|  | **SUB TOTAL** | **£500.00** | £0.00 |
|  |  |  |  |
| **Bank Charges** | **Budget** | **Proposed Budget** |
|  | Bank Charges | £72.00 | £100.00 |
|  | **SUB TOTAL** | **£72.00** | £100.00 |
|  |  |  |  |
| **Administration** | **Budget** | **Proposed Budget** |
|  | Clerk Expenses | £400.00 | £400.00 |
|  | Hall Hire | £250.00 | £350.00 |
|  | Training | £250.00 | £450.00 |
|  | Stationery | £200.00 | £0.00 |
|  | Contingencies | £0.00 | £1,026.60 |
|  | **SUB TOTAL** | **£1,100.00** | **£2,226.60** |
|  |  |  |  |
| **Grass Cutting/Hedges/Trees** | **Budget** | **Proposed Budget** |
|  | **Grass Cutting & Hedges** | £4,500.00 |   |
|  | Recreation Ground | £0.00 | £1,000.00 |
|  | Burial Ground | £0.00 | £600.00 |
|  | General Grass Cutting | £0.00 | £4,000.00 |
|  | **SUB TOTAL** | **£4,500.00** | **£5,600.00** |
|  |  |  |  |
| **Allotments** |  | **Budget** | **Proposed Budget** |
|  | Allotment Maintenance | £850.00 | £1,700.00 |
|  | **SUB TOTAL** | **£850.00** | **£1,700.00** |
|  |  |  |  |
| **Capital Projects** | **Budget** | **Proposed Budget** |
|  | New Playground Equipment | £16,000.00 | £0.00 |
|  | Village Hall Sinking Fund | £10,000.00 | £15,000.00 |
|  | New Burial Ground path | £0.00 | £0.00 |
|  | One New VAS | £0.00 | £0.00 |
|  | **SUB TOTAL** | **£26,000.00** | **£15,000.00** |
|  |  |  |  |
| **Statutory/Insurance/Audit** | **Budget** | **Proposed Budget** |
|  | Local Council Insurance | £733.00 | £900.00 |
|  | Election Costs | £0.00 | £500.00 |
|  | Internal Auditor | £215.00 | £230.00 |
|  | External Auditor | £300.00 | £270.00 |
|  | ICO | £35.00 | £40.00 |
|  | **SUB TOTAL** | **£1,283.00** | **£1,940.00** |
|  |  |  |  |
| **Grants/Section 137/GPC** | **Budget** | **Proposed Budget** |
|  | Hailey Herald | £100.00 | £100.00 |
|  | British Legion | £100.00 | £100.00 |
|  | Hailey Festival/Coronation | £500.00 | £500.00 |
|  | Other Grants | £300.00 | £0.00 |
|  | Community Woodland | £300.00 | £500.00 |
|  | St Johns Church | £1,000.00 | £1,000.00 |
|  | Village Hall/Roof Fund | £5,000.00 | £1,000.00 |
|  | **SUB TOTAL** | **£7,300.00** | **£3,200.00** |
|  |  |  |  |
| **Pavilion** |  | **Budget** | **Proposed Budget** |
|  | Pavilion | £0.00 | £0.00 |
|  | **SUB TOTAL** | **£0.00** | **£0.00** |
|  |  |  |  |
| **Football Club** | **Budget** | **Proposed Budget** |
|  | Football Club | £500.00 | £500.00 |
|  | **SUB TOTAL** | **£500.00** | **£500.00** |
|  |  |  |  |
| **Playground** |  | **Budget** | **Proposed Budget** |
|  | ROSPA Fee | £200.00 | £240.00 |
|  | Emptying The Bin | £381.00 | £240.00 |
|  | Playground New Equipment Sinking fund | £0.00 | £3,000.00 |
|  | Maintenance | £5,000.00 | £5,000.00 |
|  | **SUB TOTAL** | **£5,581.00** | **£8,480.00** |
|  |  |  |  |
| **IT/Website** |  | **Budget** | **Proposed Budget** |
|  | Get Mapping | £35.00 | £35.00 |
|  | Website Hosting | £320.00 | £400.00 |
|  | Domain Renewal | £20.00 | £25.00 |
|  | Scribe Package | £200.00 | £400.00 |
|  | Other | £100.00 | £0.00 |
|  | Microsoft 365 | £75.00 | **£150.00** |
|  | **SUB TOTAL** | **£750.00** | **£1,010.00** |
|  |  |  |  |
| **Memberships** | **Budget** | **Proposed Budget** |
|  | Memberships | £440.00 | £500.00 |
|  | **SUB TOTAL** | **£440.00** | **£500.00** |
|  |  |  |  |
| **Parish Maintenance** | **Budget** | **Proposed Budget** |
|  | Noticeboard | £50.00 | £50.00 |
|  | Tree  | £850.00 | £1,500.00 |
|  | Defib | £250.00 | £250.00 |
|  | Contingency | £413.00 | £0.00 |
|  | VAS | £250.00 | £250.00 |
|  | **SUB TOTAL** | **£1,813.00** | **£2,050.00** |
|  |  |  |  |
| **Burial Ground** | **Budget** | **Proposed Budget** |
|  | Burial Ground | £200.00 | £0.00 |
|  | **SUB TOTAL** | **£200.00** | **£0.00** |
|  |  |  |  |
|  | **TOTAL** | **£57,889.00** | **£50,306.60** |

1. Finance and Administration:
	1. Payments Received

|  |  |  |
| --- | --- | --- |
| A Tong | Hemplands Allotment Rent | £13.00 |
| A Graham | Hemplands Allotment Rent | £11.51 |
| Public Sector Deposit | COIF | £60.28 |
| P Moody | Hemplands Allotment rent | £11.51 |
| PS Thomas | Hemplands Allotment Rent | £23.02 |
| John Welch Stammers | Easement | £20,000.00 |
| E Bone | Hemplands Allotment rent | £11.51 |
| L Hayter | Hemplands Allotment rent | £11.51 |
| Ms S Green | Hemplands Allotment rent | £11.51 |
| E Tomkys Valteri | Hemplands Allotment rent | £11.51 |
| I Neary | Hemplands Allotment rent | £11.51 |

* 1. Accounts for authorisation and payment

|  |  |  |
| --- | --- | --- |
| Tracey Cameron | Clerk’s Salary | £1010.70 |
| Expenses/Allowance | £18.78 |
| Total: | **£1029.48** |
| Water Plus | Hemplands Allotment | £38.87 |
| Banbury Turff | Allotments | £876.00 |
| Hailey Village Hall | Meetings | £15.00 |
| McCracken | Grass Cuts | £705.60 |
| Netwise | Website Domain Renewal | £24.00 |
| Tom Hazzeldine | Repair of Stone Wall Burial Ground | £550.00 |
| John Welch & Stammers | Land Registration Fee | £6.00 |
| Hailey Herald | Grant | £100.00 |

* 1. Hailey Parish Council bank balances

|  |  |
| --- | --- |
|  **To 6th November 2022** |  |
| Unity Trust Current Account | £49,122.00 |
| Unity Trust Deposit account | £28,786.88 |
| COIF Public Sector Deposit Fund | £35,000.00 |
| Allotments for Labouring Poor | £5,908.89 |
| Allotments for Labouring Poor COIF deposit account | £18,800.00 |

1. Correspondence received

Letter from the Church thanking for £1000 grant.

1. Any other business
2. Comments from Members of the Public

1. Dates of Parish Council meetings 2022-23:

Monday 12th December 2022\*

Monday 9th January 2023

Monday 13th February 2023

Monday 13th March 2023\*

\* denotes Joan Smith Educational Charity meetings

**Clerk to the Council**

**Tracey Cameron**

*(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

*(iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.*